

**FORM OF APPLICATION FOR A LEAVING CERTIFICATE**

I.D. No. : \_\_\_\_\_

Date : \_\_\_\_\_

To,  
The Headmistress,  
**ST. JOSEPH'S SCHOOL**  
Orlem, Malad (West)

Dear Headmistress,

Please furnish me with the Leaving Certificate of my Son / Daughter, Necessary particulars are given below :

Surname \_\_\_\_\_

Name \_\_\_\_\_ G.R.No. \_\_\_\_\_

Class in which studying / promoted to \_\_\_\_\_

Date of leaving School \_\_\_\_\_

Reason for leaving \_\_\_\_\_

Date of Birth \_\_\_\_\_ Place of Birth \_\_\_\_\_

Address \_\_\_\_\_

Signature of Parent \_\_\_\_\_

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**For the use of the school staff**

1. All fees due have been paid  
(Including month's notice \_\_\_\_\_)  
Treasurer

2. Name has been cancelled from Register Conduct \_\_\_\_\_  
Application \_\_\_\_\_  
Class Teacher

3. All Books returned \_\_\_\_\_  
Librarian

The Leaving Certificate may be issued \_\_\_\_\_  
Headmistress

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1. No Leaving Certificate is given until the sums due to the School have been paid in full or satisfactorily arranged for.
  2. The L.C. will be posted to the given address if a stamped envelope is supplied together with this Application form.